

Agenda

Congregation Council

St. John's Lutheran Church
March 15, 2016 + 7:00 p.m.

1. Prayer – *We begin our meeting centered in the presence of God.*

Silence, then opening prayer led by Ruthie Neuger. *A time of silence for prayer and for gathering our hearts and minds together will precede the prayer.*

2. Future dates

a. Boards – **Tuesday, April 12th**, Fellowship and Treats at 6:30 p.m., Adult Ministry and Education Board provides treats and Devotion. Meeting at 7:00 p.m.

b. Council – **Tuesday, April 26th** 7:00pm; prayer – Alyssa Ness to lead.

3. Consent Agenda Items for Council

- a. Treasurer's Report; February 2016
- b. Minutes from the February 23, 2016 meeting

4. Pastors' Reports

5. Congregational Mission Visioning Discussion

A generative discussion about our congregational mission, long term goals, and the role we serve. Topic for March is our Council's role in the Reconciling in Christ process in 2016. How can we as a Council provide the right leadership and support to the church and its members that will result in a robust and successful process?

6. Council Action Items and Updates

- a. WELCA Representative Welcome
- b. Thrivent Dollars Designation (tabled from February)
- c. St. John's Insurance Proposal
 - 1. Outstanding inventory items
- d. Refugee partnership update and discussion of funding possibilities

7. Other business

- a. St. John's Foundation. Waiting for new brochures and the Foundation hopes to become more transparent with the congregation to keep them abreast and informed. Foundation meets again in April and will have additional information after that meeting..
 - The Foundation is focused on receiving gifts from memorials and estate gifts and do not intend to compete with the annually budget gifts. \$25,000 has been allocated for 2016 for the Church Council for distribution. The only committed out of that figure is \$5,000 committed to the CAC - Pajama Project.
- b. Continuing dialogue between Council and Staff

8. Prayer – *The president leads a prayer asking God's grace and help on our ministry. Items could include specific congregation needs / issues / items for thanksgiving; specific ministry areas of the congregation needing to be lifted to God; and/or any individual needs or requests council members would like to share in prayer.*

Lord's Prayer: *After the president's prayer is concluded, we finish the meeting praying the prayer Jesus taught us.*

9. Adjournment

Appendix:

1. Board Minutes/Notes from March 8, 2016

Adult Ministry and Education

Adult Education & Ministry Board Meeting

March 8, 2016

Present: Linda Anderson, Dick Dahlin, Jon Reid, Jonathan Davis, Jon Rondestvedt, Alyssa Ness

Visiting: David Sudermann

First we discussed the upcoming Youth Fundraiser. Linda Anderson suggested that we stick to our usual baskets, which are delicious and have a personal touch (they include Dick Dahlin's bread paired with a bottle of wine, and another basket holds a set or two of Linda's prize-winning cookies); Linda volunteered to assemble the baskets. Pr. Davis additionally encourages us to make relational donations (he himself will donate instrument lessons, among other possible person-to-person events).

David Sudermann presented his idea for an upcoming Forum-like presentation involving local political science professors from St. Olaf and Carleton, hopefully to be set for a late afternoon (2:00 or 3:00, perhaps) after Easter and before summer begins (late April/early May?). He had run into Dan Hofrenning one day and the two had had a discussion about politics, after which Mr. Sudermann had mused that it would be nice to have some sort of community event at St. John's involving a moderated Q&A about current and ongoing political issues with Mr. Hofrenning and possibly Mr. Schier from Carleton (if he would be interested in participating). The Board notes that there is an interesting overlap between politics and religion/faith that could result in some fascinating discussion, and examined the following concerns:

- Hosting this sort of event would provide St. John's a way to be part of the wider community in a sort of leadership role, but Jon Rondestvedt, Pr. Davis and others wondered what the church would have to gain (or lose) by hosting, as it could lead to some heated and unpleasant exchanges between community attendees, depending on the topics, etc.; Pr. Davis suggested that if we could frame it explicitly through a faith lens, the relevance would be clear and we could urge cooperation in keeping this a "safe space" for civil and thoughtful exchanges.
- Concerns were expressed over the intended scope of a Q&A or discussion; what are we looking to get out of this presentation? Jon Reid suggested that the goals of such an event could be to learn how faith can inform (or transform) our outlook on political and social issues, and help us gain respect for people of differing outlooks
- Refreshments? Linda Anderson said she could handle refreshments for such an event, if desired.

Ultimately, it was decided that the Board is very interested in following up with this project, and we urged Mr. Sudermann to keep in touch with us about any developments regarding the participants, structure of the event, etc.

The Board held a wider discussion of our current and future role(s); Alyssa Ness brought up topics discussed at the previous meeting, including Pr. Davis' suggestion that each board member take on the role of being a contact for a specific group/person/etc. that our board oversees. Dick Dahlin said that he liked the idea, and that accountability leads to good things; he wasn't sure that the Council could offer much guidance for us at this point in time. Linda Anderson concurred in feeling that this board should try to tackle some of our uncertainties before bringing anything to the Council. It was decided that Alyssa will type up a list of our duties from the Constitution and we will get in touch with various connected groups/people to assess their need of this board (ie, how much oversight they would require/want, etc.).

Pr. Davis updated us on ongoing matters:

- Light control matter: Properties & Grounds board is creating a priorities list, on which the lighting issue may appear; yet to be seen.

- Kitchen coordinator position: Christy Hall-Holt has been meeting with the Gelles, Char Nelson, etc. to get more information that can be used in defining this position (paid/volunteer, duties involved, etc.). Research is ongoing.
- Refugee outreach: it has been suggested that our board might host or co-host a study on a seven part series called "My Neighbor is a Muslim" in order to foster further understanding of incoming refugees from Somalia/Iraq/others. The Board members had a general discussion with Pr. Davis regarding what sort of involvement is being planned or researched by the refugee committee (what sort of responsibilities St. John's would have, how much hands-on assistance would be expected, among other things), and expressed interest in partnering with the committee in whatever ways might be helpful to assist with the suggested series (providing treats, welcome, etc.). A few Board members expressed a desire to have more in-depth coverage of Islam at some point, as it's a very broad subject. It was decided that we are in favor of going forward with this series and contacting the committee to find out how we can best support them in this endeavor.
- Cohort small groups: Pr. Davis and Pr. Fickenscher are considering starting up a few cohort small groups, in order to assist people in meeting each other and also gauge what needs are and aren't being met at St. John's. The Board is mostly supportive of this (though Linda Anderson wondered if the target individuals would truly be interested in giving up their current between-service activities for a small group event), and ultimately all agreed that it seemed like a form of outreach that should be attempted, if nothing else. Alyssa Ness and others indicated that they would be willing to sit in on some of the gatherings as needed/desired.

No Council actions were recommended at this meeting.

Benevolence and Social Concerns

Benevolence and Social Concerns Board, March 8, 2016

Present: Chuck Jacobson, Dave Neuger, Jane Rinehart

1. We discussed some distributions of the benevolence discretionary fund, and decided:
 - \$500 to Bread for the World
 - \$1000 to the Lutheran Disaster Response
2. We discussed donations to the youth fund raiser. John has made an oak table.
3. Jane will contact the refugee committee about writing an article for the April Voice.

Business Management Board

Meeting Minutes

March 8, 2016

Board members present: Jim Enestved, Amy Boxrud, Bill Carlson, Dan Franklin, Mark Ulmer, Adam Solyst

Staff: Bernie Renander

The business board met at 6 pm instead of our regular meeting time. Bill Carlson called the meeting to order. The main item of business was a discussion of St. John's insurance policy. Bill reported that the building and its contents had been appraised. Most of property had been documented (on paper and using video) and a record of this will be kept in two off-site locations, as well as a copy at the church.

Only a few items remained in need of appraisal:

- Choral music library
- Hand bells
- A couple of ovens

The group discussed raising the church's deductible from 10K to 25K. This would result in a savings of \$1500/year if no claims were made.

The final premium quote will be available from our agent by Thursday, March 10. If the premium is less than 20K/year, the board voted to:

- Raise the deductible from 10K to 25K
- Maintain an operating reserve of 60K
- Maintain an insurance deductible reserve of 10K, and add this year's savings (\$1500) to the reserve. What we do with the savings will be decided on a year-to-year basis.

The board also discussed:

YOUTH FUNDRAISER: Board members shared what they plan to contribute.

HOLY WEEK: The group determined who would be at which services to deal with the offering.

- Thursday noon: Adam Solyst
- Thursday evening: Bill Carlson
- Saturday Vigil: Mark Ulmer

The meeting was adjourned at 7 pm.

Children's Ministry and Education

Inclusion pending receipt

Evangelism and Communications

2/29/16: E & C Board Meeting – all members present (Dave Zdenek, Kristin Partlo, Alan Marks, Erik Lindell, Daniel Edwins, Andrea Hoff)

My notes are fairly brief this month as we are in the middle of a process to be continued next month. We started the process of identifying and defining different audiences with whom we/St. John's communicate. We began by brainstorming all of the different people and groups we reach out to and then consolidated those groups into ten primary demographic groups (or what we, at this time, determined to be 10 primary groups).

Our hope is that by identifying and defining these primary communication groups, we can better meet their needs. Thus far, the groups are as follows:

Communication Group

Communication Needs

1-Active members

CCB

2-Visitors/Unfamiliar/Neighbors

Directional signage, sense of welcome, invite curiosity, accessibility-you are welcome, "there is a way in" "there is a lot happening here"

3-Families w/ kids in programming

upcoming events, timely notices, service projects, when & where, celebration of past events

4-Small group connections/ service groups

How to communicate specifics with their small group

5-Homebound/transition/snowbirds

Big picture, pastoral care

6-Youth

7-Inactive members

8-New-members/ seekers

9- Organizational outreach (ie. NCRC, Boy Scouts, other churches)

10- Staff

Gaps to be filled in next month.

Andrea Hoff, Chair

Faith and Health

Faith and Health Board Minutes- March 8th, 2016

Present: Melissa Berthelson, Jennifer Edwins, Lareyna Iqbar, Howard Thorsheim, Lynette Marks

Excused: Naomi Bartley

Guest: Pam Fickenscher

1. A quick discussion with Julie Bremer prior to our meeting regarding the need to replenish the first aid kits. Lynette will get the necessary supplies for the kits.
2. The majority of our meeting surrounded discussion with Pam about potential medical emergencies that have or could occur at church. After discussion of occurrences that had actually happened within the last month at St. John's, our group decided to devise a preliminary plan for our congregation as a reference for a variety of emergencies that could arise.
 - a. We are planning to bring to our next meeting examples from a variety of public institutions in Northfield that have such plans already.
 - i. Jennifer-Carleton Library
 - ii. Howard- St. Olaf Labs
 - iii. Lynette-Bethel Lutheran Church
 - iv. Melissa-Northfield Hospital
 - b. Need to train or retrain the ushers on their responsibilities during an emergency.
 - i. AED training-Lynette
 - ii. Plan for usher assistance during a medical emergency during a Sunday Service.
 - c. Staff and congregation AED training plan-Lynette will check in with EMT's.
 - d. Police are coming in this week to visit with the staff on suggestions during a "lock down" emergency from a threat outside.
 - e. Currently, Sunday school and VBS kids do turn in a health form to staff regarding their health concerns.
 - f. Thought for a board night, a board/council/staff retreat or a Sunday forum to discuss "situational events" that could occur in our church and how we would respond to such events. Potential guest speaker/facilitator; Elisabeth Haase.
3. Continue concern with our elderly and their need for visitors/companionship.
 - a. How do we find those that have slowly fallen off the radar due to spouse death or slow physical decline limiting their attendance on Sundays?
 - b. Pam will check with Christy Hall Holt on members interested in acting as a visitor to shut-ins.
 - c. How do we find those members needing/requesting a "friendly visitor"?
 - d. Plan to address these continued concerns after our focus on #2 above...medical emergencies.

Properties and Grounds

Properties and Grounds – Board Minutes Discussion
Submitted by Bill Malecha – Chair

7:00pm

March 8, 2016

Members present: Bill, Char, Leif, Basil, David, Pat

Members absent:

Staff present: Tim

Discussion Topics:

- **Active Projects List**

- Solar Project –This project is still on the “radar.” We will be revisiting this in the summer/fall. We will still need to keep informed on this so we don’t lose out on rebates or tax incentives.
- Maintenance Shed – Power to building?
- Woodwork Maintenance Program (this project started last month, we will keep track of progress.) Tim update?
- All main entrances to building will be getting assigned a number, so the location can be more easily identified in emergency situations.
- Snow removal may be done for the year. We need to start thinking about the annual Spring Clean Up, and other spring projects. We’ll need to advertise for help in the church bulletin.

- **Board Topics**

- Budget and long term maintenance planning. We will partner with the business management board. We will be responsible for updating a list of recommendations and priorities. The business management board will be responsible for the budgeting and final recommendations. We will get feedback from St. Johns staff. Property and Grounds board: Feedback, Recommendations for new ABC list? (start making list)
- Police Department suggests we install panic/call switches in a few locations in the church. Tim, Update?
- AED needs to be checked. Batteries, test operations, training in how to use?

- **Topics from Facilities Manager**

- 3 lights that were out have been removed from St. John’s hall, Tim ordered and Bill can help when they come in. Light have been received, Bill, and Tim will coordinate a time to install them.
- Electrical changes in Kitchen? Need to install breakers in the panel and switch out outlets to 110 outlets – This project has been completed
- Dimmer Switches for Sanctuary Lighting? Waiting on Bid from Electrician and compatible Lutron dimmer switches and remote control. Tim received bid. Tim, update?
- Insurance Audit is complete. Need to add emergency lighting in theater. Need to get rid of extension cords in balcony, they want floor outlets instead. These items have been completed. Electrician will be installing one more light in theater stairway. Heaved and cracked sections of sidewalk along Third Street need to be replaced. Schedule for this spring? They also are encouraging us to ground the bell tower in case of a lightning strike. (Thompson Lightning Protection is going to give us a bid for grounding the bell tower.) Tim, Update?
- Insurance Co for Vault or Security System for Bells –The board decided on the security system. Tim, Update?

- Drain check valve will be installed to prevent flooding of courtyard stairs – this will be pursued this spring and is estimated at \$1250. Tim discussed with Bernie – considered maintenance. Schedule? Tim, update?
 - Stained glass wood windows (Sanctuary) need to be painted.
 - Main entrance doors to St. Johns Hall need to be refinished. ASAP
 - Two large clay pots in front of St. Johns Hall entrance need to be replaced. Suggestions, ideas?
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- AC units for Upper offices, Choir room, and Theatre –Tim is getting a bid for one unit that will do the whole upstairs. Tim, Update?
 - Adopt a corner of the Church Property – Sign-up for the care and keeping of our grounds. Sign-up sheet and a rules sheet went to the Ministry fair last fall. A few spots are signed up for and being taken care of. Need to advertise more and have a table set up in the commons area a few Sundays in spring/fall Information needs to be posted in the April edition of The Voice. Board discussed using mulch from Knecht's nursery only (it is all the same.) What is the best way to handle this? We will have a table set up in the commons the Sunday after Easter advertising this. We need board members to volunteer to tend the table after each service. (April 3rd and 10th)
 - We need new clarification of chemicals and fertilizers we can use for weed control and fertilization on church grounds.
 - Fence along parking/Otterness property – Fence is removed on fall clean-up day. Leif stopped by to look at what type of shrubs could be used there. Leif, Update?
 - Tim obtained a bid for a large ceiling fan in St. Johns hall – we will add this to the capital improvements list. (Priority?) This is still in the works. Tim, Update?

Close meeting in prayer

Stewardship

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Stewardship Board Minutes – March 8, 2016

St. John's Lutheran Church, Northfield

Members present: Dan Van Tassel, Ralph Yernberg, Sandi Gerdes, Patty Lindell, Dave Kelvie, Mark Rydberg, all.

Dan appointed Ralph Yernberg to serve as scribe for the meeting. It was reported that Susan Rudser has agreed to serve as scribe for the board beginning with the next meeting. Dan shared highlights of his discussion with the ministerial staff about the need for a volunteer secretary.

- The agenda which was previously sent in an email was approved.

Dan shared highlights of the Church Council Retreat that he attended at Highview Christiana. The retreat helped church leaders get acquainted, discover common interests of attendees, and explore the distinctiveness platform which will shape future work at St. John's. Dan told us his most memorable moment was eating quiche.

Ralph led a discussion on the assigned task of the board to create a message for The Voice and line up speakers for Sunday morning temple talks. Themes for potential articles were posted on the website space available to board members. The themes were drawn from points found in the "distinctiveness platform" that was shared with all board members at the orientation meeting in January. Various ideas as expressed in the document were discussed: the importance of advocacy, celebrative worship, the value in all generations, support for the broader church, etc.

- The Board agreed to build on the ideas presented in the document and to focus on six over the course of the rest of the year.
- Each stewardship theme will be presented in an article for The Voice and a corresponding speaker will be found to focus on the same theme during the Temple Talk.
- Timing for articles and speakers will be worked out with the ministerial staff in order to avoid conflicts with worship planning.
- Sandi Gerdes will write the next article on "Stewardship as Advocacy" and submit it to the church for publication by March 15. Sandi will also locate and coach the corresponding speaker.
- Mark Rydberg has agreed to take the topic of worship and celebration.
- The board felt it was a good idea to develop guidelines for the speakers re: length, focus on the theme, appropriate Bible verse, etc.
- Other members of the board will consider the topic themes and discuss roles at our next meeting.
- It was agreed that the topic of "sustainability" will be one of the topics.
- The board asks Dan to allow 20-25 minutes at the next meeting to jointly work on the articles and ideas for speakers.

The meeting was adjourned by the Chair.

Ralph Yernberg

Worship and Arts

Inclusion pending receipt

Youth Ministry and Education

Inclusion pending receipt